



Directorate of Logistics

Transportation of Personal Property *25 January 2007*

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Services

Our Mission - *manage and perform all transportation functions involved in the movement of personnel and/or cargo by planning, supervising and coordinating transportation services for passenger travel, port call, personal property and materiel movements*



Transportation of Personal Property



PURPOSE

To provide general information on movement entitlements for government civilians who are moving from the Fort Eustis area to Fort Lee, VA at the direction of BRAC.



Transportation of Personal Property



PERSONAL PROPERTY SHIPPING ENTITLEMENTS FOR ALL GOVERNMENT CIVILIANS

Authorized Weight Entitlement

Government obligation to ship or store HHG transportation is limited to the cost of one completed movement of HHG equal in weight to no more than 18,000 lbs

Shipping Location

Current Permanent Duty Station (PDS) to new PDS

Storage Entitlement

Not to exceed 90 days. Additional 90 days may be authorized by your order issuing officials.

Insurance

Basic \$40,000 - government pays

Increased valuation - optional - cost to individual

Full Replacement - optional - cost to individual



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MODES OF SHIPMENT



Actual Expense (FTR §302-7.200)

- Government-procured (Government Bill of Lading Move)

Government contracts, negotiates, audits and pays Transportation Service Providers (TSPs)/carriers directly for transportation. PCS orders must state:

- The HHG transportation authorization
 - That the HHG are to be transported by a Government-arranged move
 - That unauthorized charges are the employees financial responsibility
- Personally Procured (You hire carrier)
 - The employee must make the necessary HHG arrangements
 - Reimbursement is limited to actual expenses incurred by the employee, not to exceed the cost of a Government arranged move for the same weight of HHG



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Modes of Shipment (continued)



Split Transportation (FTR §302-7.3) (Government and Personally Procured Move)

If actual expense HHG transportation is authorized, an employee may ship HHG by Government-procured and/or personally procured transportation as long as the combined HHG shipments do not exceed the:

- Authorized HHG weight allowance
- Cost of Government-procured HHG transportation

Individual Responsibility (FTR §302-7.15).

Individuals who choose to **personally arrange** for HHG transportation (i.e., move the HHG themselves, or contract directly for the HHG to be moved) **are entirely responsible for all issues related to the shipment.**

Excess Cost

Individual will be liable for excess cost of shipment due to exceeding authorized weight entitlement, distance or multiple shipments.



Transportation of Personal Property Smooth Move Tips Plan Early



- **Ensure your PCS orders are correct; if not, obtain any necessary amendments**
- **Once you have received your PCS orders, schedule an appointment for individual counseling**
- **Complete your HHG shipment counseling so you know your pack and pick up dates prior to closing on your home sale or giving your landlord notice**
- **Questions concerning travel & POV mileage should be addressed with your local finance office**



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Smooth Move Tips Plan Early (cont)

You can become familiar with the shipping process and individual entitlements by reviewing the links below:

- **“It’s Your Move” pamphlet**
http://www.usapa.army.mil/pdffiles/p55_2.pdf
- **Federal Travel Regulation-Chapter 302—Relocation Allowances: Subchapter D—Transportation and Storage of Property**
<http://www.gsa.gov/fttr>
- **Joint Travel Regulation— Chapter 5 —Permanent Duty Travel**
<http://dodtravelregs.hqda.pentagon.mil>



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Fort Eustis Personal Property Processing Office

- **Location: 601 Washington Blvd, Room 123
Fort Eustis, VA 23604**
- **Phone numbers: (757) 878-4664/4665 (Counseling Office)**
- **Hours of operation: Monday - Friday, 0730 - 1630
(excluding holidays)**
- **Counseling is by appointment (walk-ins are restricted to
short notice receipt of orders and emergencies)**
 - **Bring six copies of your orders**

Note: For moves scheduled during Peak Season (April thru August), request counseling appointment as soon as you receive your orders



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Area Shipping Offices

CPPSO Langley
1 LRS/LGRTP
45 NEALY AVE STE 210
LANGLEY AFB, VA 23665-2097
Telephone: (757) 764-7868

PPSO Norfolk
SDA Building 336
7920 14th Street
Norfolk, VA 23505
Telephone: (757) 443-3700



Transportation of Personal Property **END OF BRIEF**



TRANSPORTATION, FORT EUSTIS



“Sustain, Support and Defend”